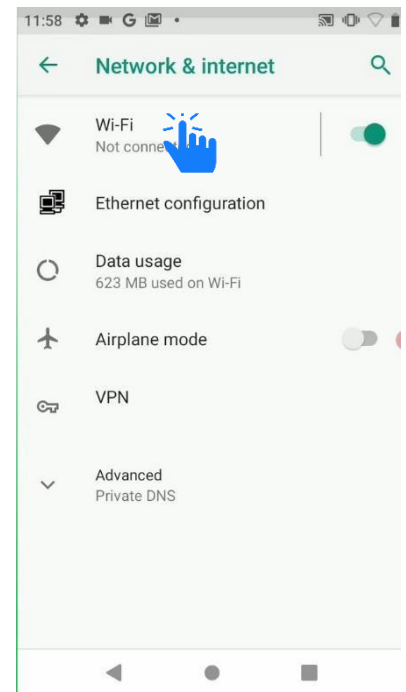
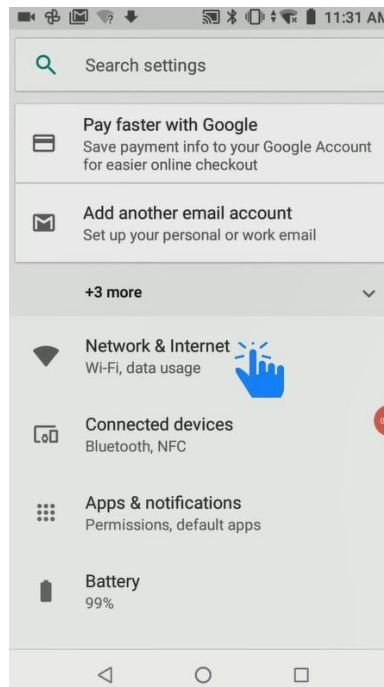
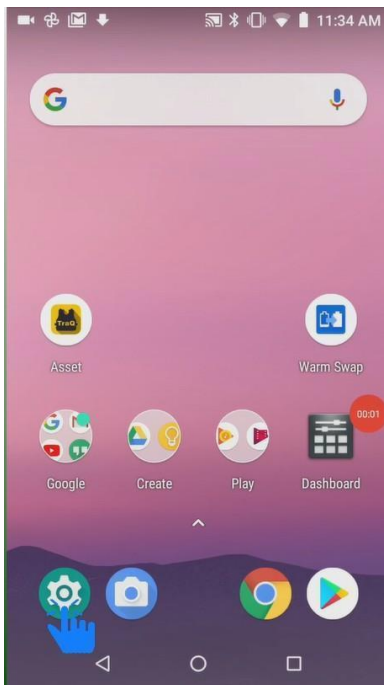


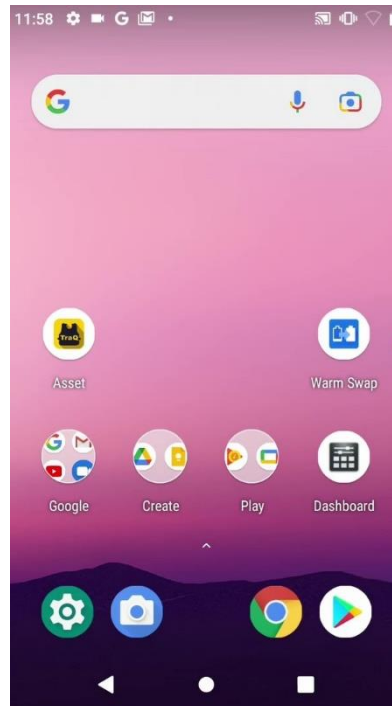
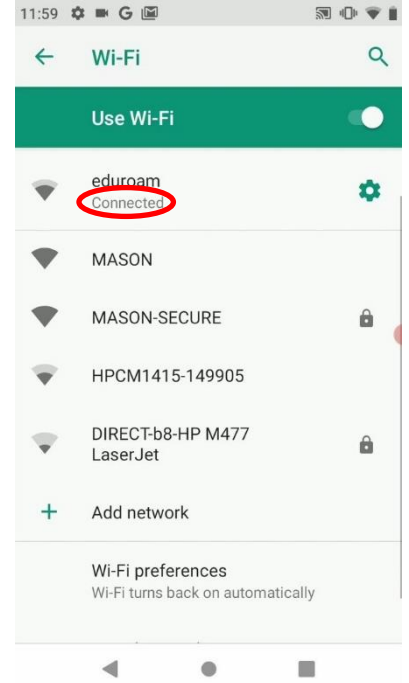
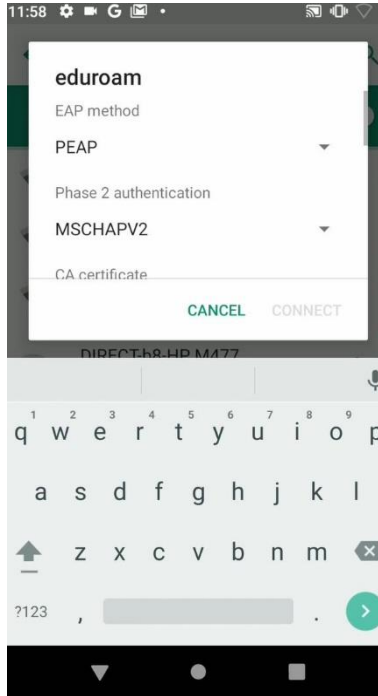
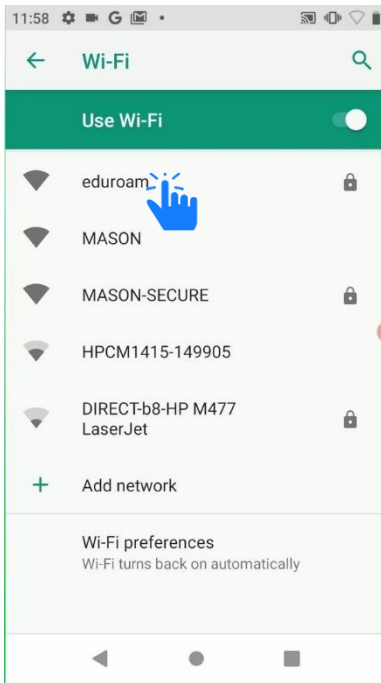
Panasonic FZ-N1 Scanner Guide



Getting Started

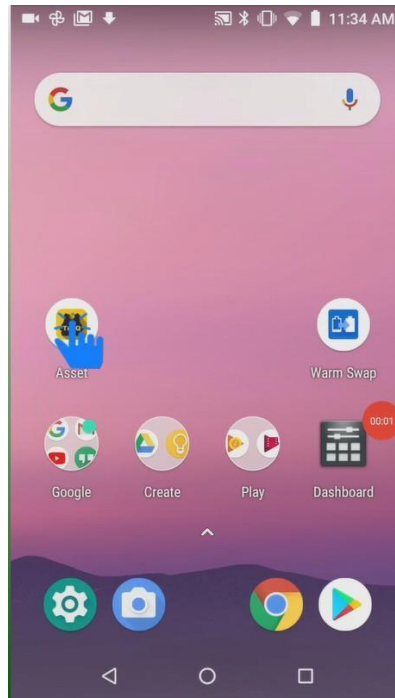
1. Press the power button on the top of the device to turn on/off.
2. Tap the Lock icon at the bottom of the screen to unlock.
3. First, check that the device is connected to Mason Wi-Fi. Tap the green gear symbol at the bottom left of the home screen → Network & Internet. If it says "Connected" under Wi-Fi, please skip ahead to step 6. If it says "Not Connected" under Wi-Fi, tap it and connect to Eduroam making sure that the following fields are selected:
 - a. EAP Method: PEAP
 - b. Phase 2 authentication: MSCHAPV2
 - c. CA Certificate: Use System Certificates
 - d. Domain: gmu.edu
 - e. Identity: GMU email account (e.g., abc@gmu.edu)
 - f. Anonymous Identity: leave blank
 - g. Password: GMU password
4. Tap Connect.
5. After a few moments it should say "Connected" under Eduroam. You are now ready to return to the home screen and open the TraQ app.





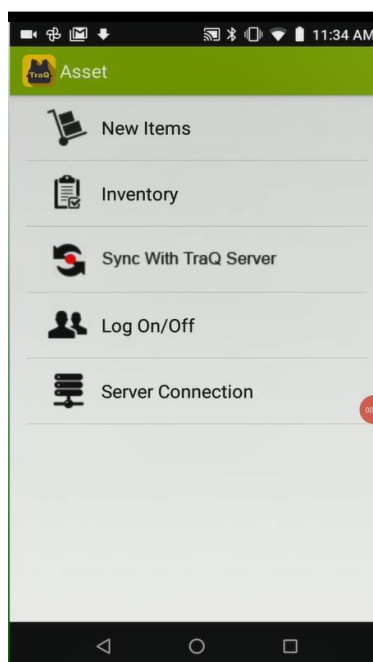


6. Tap the “Asset” icon on the home screen; this will open the TraQ app.



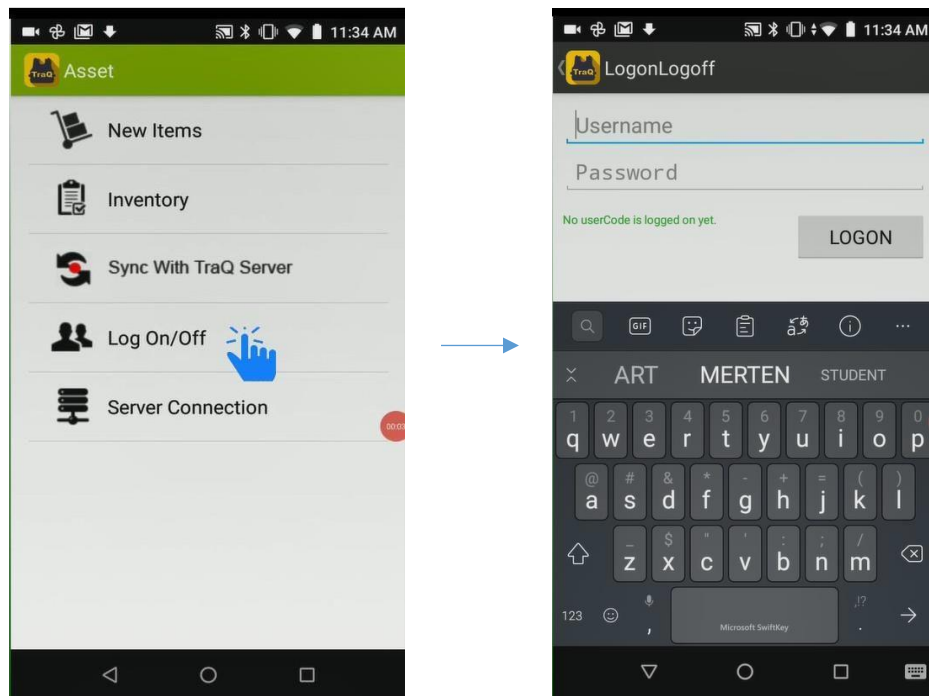
7. The TraQ Main Menu should appear as follows:

- a. New Items ****DO NOT add new items on the scanner, please submit a New Equipment Location Form to Fixed Assets.***
- b. Inventory
- c. Sync With TraQ Server
- d. Log On/Off
- e. Server Connection

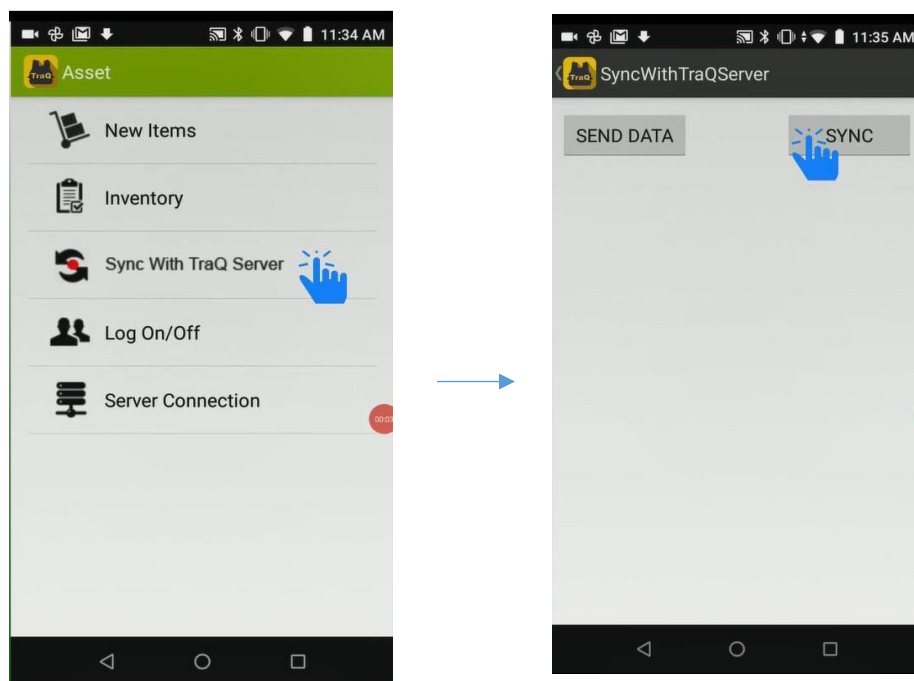




8. Tap “Log On/Off.” If there is a user already logged in, tap “Logoff” and login with your TraQ username and password.



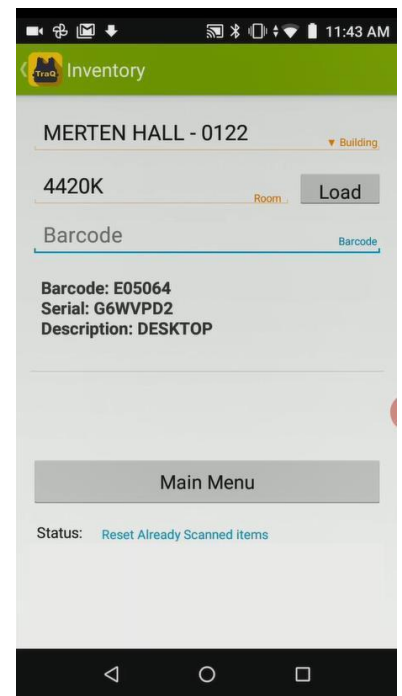
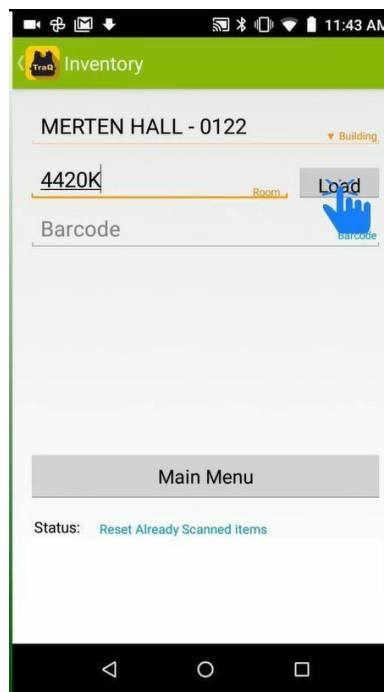
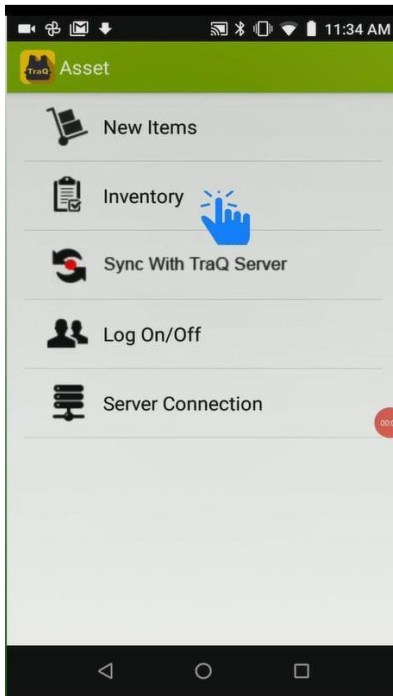
9. Return to the Main Menu and tap “Sync With TraQ Server” → “Sync”. This ensures that all data on the app is up to date with the database. ***This only needs to be done before your initial scanning session.***



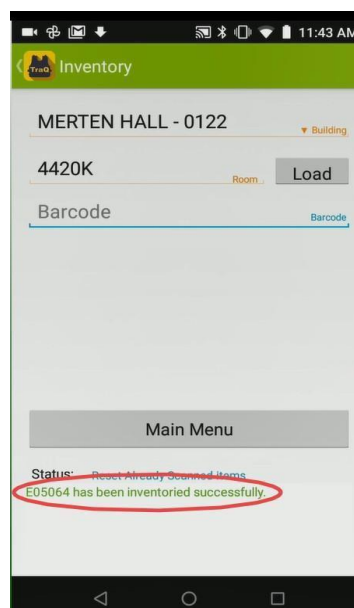


Scanning Items

- On the Main Menu, tap “Inventory”.
- Enter the Building and Room information. Once you have entered the room number, tap the “Load” button. A list of the current items in that room will now appear under the barcode field. ***Please ignore this current items list and focus only on the items included in your excel inventory report from Fixed Assets.***

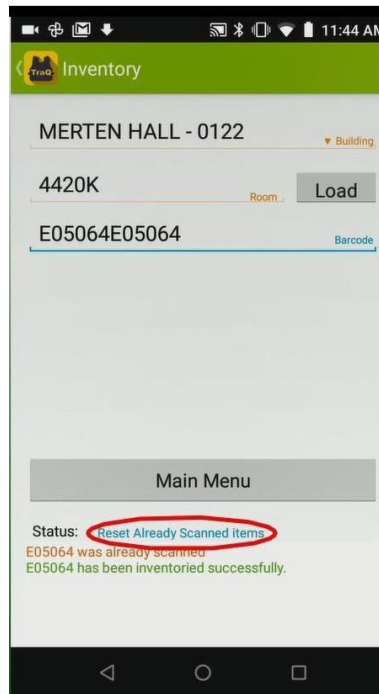


- You are now ready to begin scanning. Press either of the orange side buttons to scan a barcode. When a barcode has been scanned, the device will vibrate and there should now be a “[barcode number] has been inventoried successfully” line under Status. The code should also disappear from the list of current items in the room.





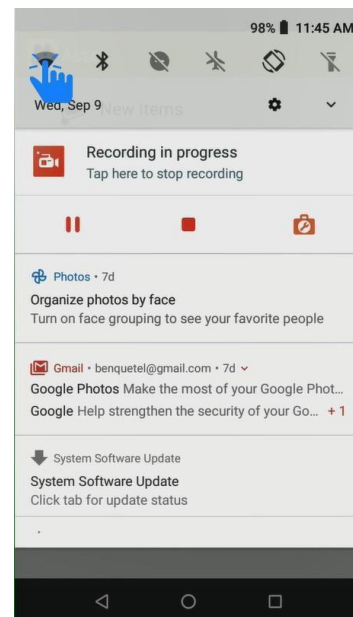
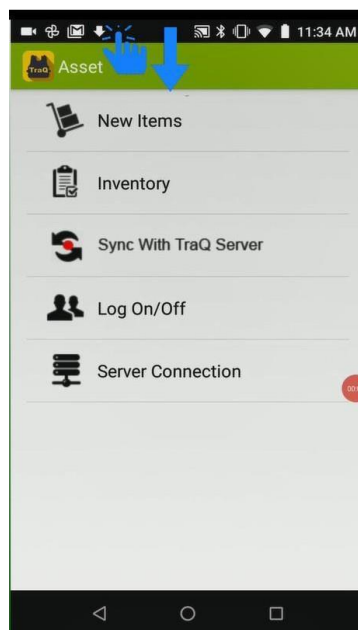
- d. If you have accidentally entered the wrong building/room information and need to rescan a code, click “Reset Already Scanned Items” next to Status. You should now be able to rescan the code.



- e. If you are connected to WiFi, the scanned data will instantly uploaded to TraQ.

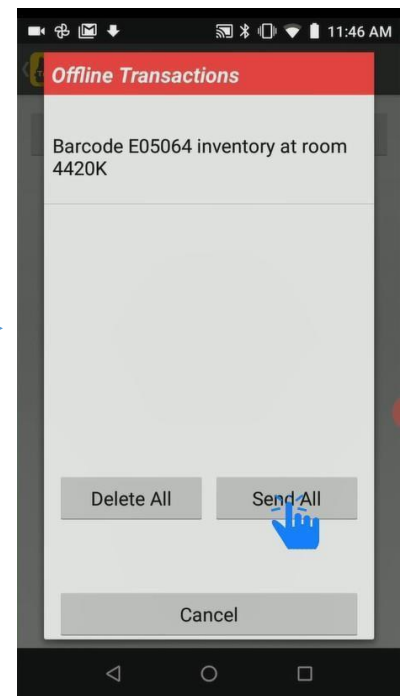
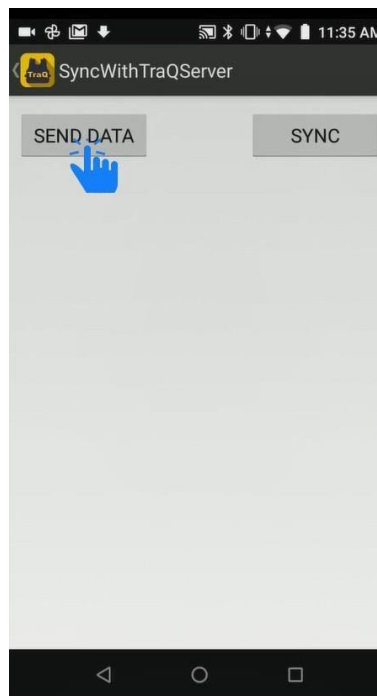
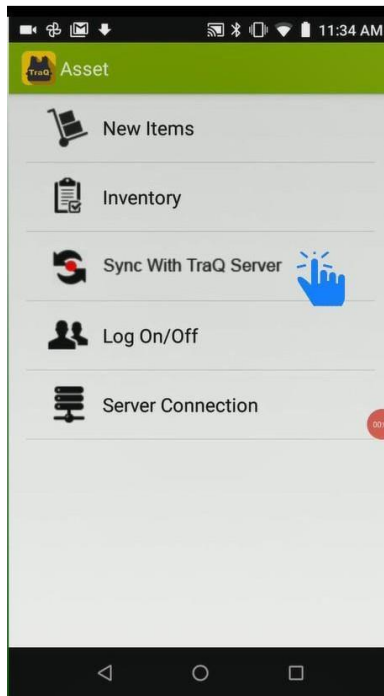
Offline Scanning

1. If you unable to stay connected to WiFi, you are still able to scan items. Follow the steps in the “Getting Started” section. Once complete, pull down the drop down menu at the top of the screen and tap the Wi-Fi icon to disconnect. ***You must be initially connected to Wi-Fi and manually disconnect the WiFi in order to scan items offline. Therefore, if you know you are going to an area of campus where you are prone to lose WiFi connection, make sure to follow the “Getting Started” section and manually disconnect from the WiFi before leaving to scan.***





- You can now conduct your scanning following the instructions above. Once you are finished scanning and are in an area where you can connect to WiFi, pull down the drop down and tap the Wi-Fi icon again to reconnect and return to the main menu. ***It is possible in rare cases that the device will not automatically reconnect to WiFi when you tap the WiFi icon. If that is the case, simply connect to the Mason WiFi again following step 3 in the "Getting Started" section and return to the TraQ app*** Then tap "Sync With TraQ Server" → "Send Data" → "Send All". The app should notify you that all local data has been sent to TraQ successfully.



If you have questions or need assistance before or during the inventory scanning process please contact Fixed Assets at extension 3-4456 or email assets@gmu.edu.